

Job Title: Exam Invigilator

Location: Based at Christ Church Secondary Academy, Yardley Wood, B14 4NH, when required.

Hourly Rate: £12.26, plus holiday pay

Job Overview:

We are looking for reliable, punctual, and professional Exam Invigilators to join our team at Christ Church Secondary Academy. As the exam season approaches, we need invigilators to ensure that exams are conducted in a calm, orderly, and fair manner. This role is perfect for those looking for temporary, part-time work with flexible hours during the exam period.

Key Responsibilities:

- Ensure the smooth and orderly conduct of examinations in line with the school's policies and exam board regulations.
- Set up exam rooms and ensure all exam materials (e.g., papers, seating arrangements) are in place before the start of the exam.
- Escort students to and from exam rooms, ensuring they follow proper exam protocols.
- Distribute exam papers, answer sheets, and any other required materials to students.
- Supervise students during exams, ensuring they adhere to all rules and regulations, maintaining exam integrity.
- Deal with any issues or irregularities in a professional manner and report them to the appropriate staff members.
- Collect and securely store exam papers at the end of each session.
- Remain alert throughout the exam period to ensure that no cheating or misconduct occurs.

Skills and Experience Required:

- Previous experience in an invigilator role is desirable but not essential (training will be provided).
- Strong attention to detail and ability to follow instructions accurately.
- Excellent communication skills and a professional manner when dealing with students and staff.
- Ability to remain calm and focused under pressure.
- A good level of physical fitness, as invigilators may be required to be on their feet for extended periods.
- Reliable and punctual with a high level of integrity.

Interview Date: **April 2025, with the provision to interview early to commence training in May.**

Safeguarding Statement

Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.